

# Welcome qordovians

21<sup>st</sup> Session



# story time

Hello qordovians! How is every thing?

I was accepted in the interview, and This is my first day at work.

I'm so excited, I want to see my desk and start immediately my new job.

Today will be a day to remember.

Stay tuned...





# 1<sup>st</sup> day at work

**Ahmed:** Hello, good morning. Do you remember me?

**Secretary:** Oh! Yes, you are the man who asked so many questions yesterday.

**Ahmed:** I am sorry. I was very nervous about the job interview.

**Secretary:** That's OK. I was very nervous on my job interview, too.

**Boss:** Ahmed!! Hello. How are you this morning?

**Ahmed:** I'm fine, thank you. Mr. Wilson. And you?

**Boss:** I am well, too. But today I am very busy. I have reports to create and I have meetings to attend.





# 1<sup>st</sup> day at work

**Boss:** I think today I will not have time to take you for a tour of the office. I will ask the secretary to do that for us. OK.?

Linda, would you take Ahmed for a tour of the office, please?

**Secretary:** Yes, sir.

**Boss:** Thank you very much. Oh! Ahmed, would you meet me today at 1 o'clock for a **business meeting**, to discuss the matters of **working hours** and the **salary package**, please?

**Ahmed:** Sure. No problem, Mr. Wilson. I will be there.

**Boss:** Thank you.

**Secretary:** OK. Please come with me, Ahmed.





# 1<sup>st</sup> day at work

**Secretary:** OK. Ahmed, this will be your desk and this is your chair. This is your telephone. These are your files.

**Ahmed:** Wow! I feel like it is my birthday.

**Secretary:** Well, here are some more birthday presents. Here are your pens and headset, your calculator, and your computer.

**Ahmed:** Thanks.

**Secretary:** You're welcome.

**Ahmed:** By the way, a moment ago I didn't hear your name.





# 1<sup>st</sup> day at work

**Secretary:** Oh, my name is Linda. How do you do?

**Ahmed:** Yes, nice to meet you, Linda. So, do you work here everyday?

**Secretary:** Yes. I work here from Monday to Friday.

**Ahmed:** Oh! So, you are free on Saturday and Sunday?

**Secretary:** Well, yes, I don't work on Saturday or Sunday, this is my **weekend**.

**Ahmed:** when does your **shift** start?

**Secretary:** my working hours are 9 hours, from 9 to 6.





# 1<sup>st</sup> day at work

**Ahmed:** What about the **vision, mission** and the **added value** of our company?

**Secretary:** we have a **board of directors** and they decided this at the very beginning. Don't forget to ask Mr. Wilson about them.

Let's move to the next department.





# 1<sup>st</sup> day at work

**Ahmed:** So Linda, if I need to send a fax, where is the fax machine?

**Secretary:** The fax machine is in here.

Oh, Ahmed. I would like to introduce you to Tom Brown and Susan Davis. Tom is the **Operation Manager**, and Susan is the **Marketing Supervisor**.

**Ahmed:** It's nice to meet both of you.

**Tom:** Thank you. It's nice to meet you also.





# 1<sup>st</sup> day at work

**Susan:** You are the new employee, aren't you?

**Ahmed:** Yes. Today is my first day.

**Susan:** Yes, welcome to the company. In fact, I will be your **supervisor**. Linda, do you mind if I take Ahmed now and talk to him about his new job?

**Secretary:** Not at all. I just finished giving him the company **tour**. Well, goodbye, Ahmed.

**Ahmed:** See you later, Linda

**Tom:** See you later.





# New Vocabulary

- **Employee**
  - Someone who is paid to work for someone else.
- **Employer**
  - A person or organization that employs people
- **Employment**
  - The fact of someone being paid to work for a company or organization





# New Vocabulary

- **Unemployment**
- The number of people who do not have a job that provides money. Or the state of being unemployed.
- **Manager**
- The person who is responsible for managing an organization.





# New Vocabulary

- **Headquarters**
  - A company's principal or main office or center of control
- **Board of directors**
  - A group of people chosen to establish policy.





# New Vocabulary

- **Operation Manager**

- The person who controls the activities involved in producing goods and providing services, and the study of the best ways to do this.

- **Supervisor**

- A person who manages a department, project, etc. and makes sure that things are done correctly and according to the rules.





# New Vocabulary

- **Added Value**

- An improvement or addition to something that makes it worth more in a business.

- **Vision**

- The ability to imagine how a country, society, industry, etc. could develop in the future and to plan for this.





# New Vocabulary

- **Working hours**
  - The amount of time someone spends at work during a day.
- **Salary package | pay package**
  - The salary and other benefits such as health insurance or a car that an employer offers to an employee.
- **Mission Statement**
  - A brief statement which sets out the activities and objectives of a company or organization.





# Passive Review





# The Passive

- I **make** a cake
- A cake **is made** (by me).
- We **have made** a cake
  - A cake **has been made** (by us).
- She **made** a cake
  - A cake **was made** (by her).
- She **was making** a cake
  - A cake **was being made** (by her)





# The Passive

- He **is making** a cake
  - A cake **is being made** (by him).
- She **will make** a cake
  - A cake **will be made** (by her)
- I **can make** a cake
  - A cake **can be made** (by me)
- I **am going to prepare** the lunch
  - The lunch **is going to be prepared** by (me)





# The Form

| Tense              | Form                                  | Example   |
|--------------------|---------------------------------------|---|
| Present simple     | (is/are) + p.p.                       | An apple <b>is eaten</b> .                                      |
| Past simple        | (was   were) + p.p.                   | The room <b>was cleaned</b> by him.                             |
| Present perfect    | has/have been + p.p.                  | A new school <b>has been built</b> by them.                     |
| Present continuous | (is/are) being + p.p.                 | The lunch is being cooked by her.                               |
| Past continuous    | (was   were being ) + p.p.            | The homework <b>was being done</b> by Ali.                      |
| Future simple      | will ( be ) + p.p.                    | The homework will be done by Ali.                               |
| Near future        | am, is, or are + going to (be) + P.P. | A beautiful dinner <b>is going to be made</b> by Sally tonight. |





# Uses

- **A mistake was made**
  - (the focus is on the mistake not the subject)
- **My bike has been stolen.**
  - unknown agent.
- **My shoes were made in India.**
  - Unimportant subject.
- **He was arrested.**
  - obvious agent, the police.





# Uses in Writing

- In factual or scientific writing
- In formal writing instead of using Someone/ People/ They.
- In order to put the new information at the end of the sentence to improve style
- When the subject is very long





# Uses

- We could replace the passive form with a single word
  - **Done** ➡ **The task has been done.**
- Now it is your time to think about those words as a homework
- (sold, cooked, booked, stolen, Accomplished, hacked, eaten)





# Exercise

- John collects money.
- Anna opened the window.
- We have done our homework.
- I will ask a question.
- He can cut out the picture.
- The sheep ate a lot.
- We do not clean our rooms.
- William will not repair the car.
- Did Sue draw this circle?
- Could you feed the dog?





# Phonics time





# Short vs long i

| Short I   | Long vowels  |
|---|--|
| <p>When reading a word that uses a short i sound, you will say the sound that the letter can make that is not its actual name.</p> <p>For example:<br/>Will<br/>Has a short I sound</p> | <p>If a word with an i sound in it says the name of this vowel, then it becomes a “long” sound.</p> <p>For example:<br/>Wheel<br/>Has a long I sound</p> |





# Common positions

- i “short I”:

If – film – kill – his – sin

- E in verb endings :

Started – ended – wanted-needed

- E in plurals:

Buses – watches – races- boxes - prizes

*Keep in mind that there are some less common positions like: decide – English- women*





# Common positions

- **Long: all words with ee**

Sleep – keep – feed – creep- need

- **Most words with ea**

Read – eat – fear – bean – heal

*Keep in mind that there are some less common positions like: machine – English- police- key.*





# Long and short I

- **Short**

- Bit
- It
- Fit
- Lick
- Dip
- Rich

- **long**

- Beat
- Eat
- Feet
- Leak
- Deep
- Reach





## Short

bin

Hill

Mill

Lip

Pill

Slip

## long

Bean

Heal

Meal

leap

Peel

Sleep





# Thank you

